

ANJALI THAPA MAGAR

PROFOSSOINAL SUMMARY

To build a carrier in a growing organization, where I can get the opportunity to prove my abilities by accepting challenges. Fulfilling the organization goal and climb the carrier ladder through contributions, learning and commitment. To become a good staff with hardwork & honesty.

WORKING HISTORY

CUSTOMER SERVICE DESK / CASHIER OR TELLER SAHARA NEPAL SAVING AND CREDIT CO-OPERATIVE ORAGANIZATION LTD

- Handled remittance transactions
- Provided professional support to new and existing client
- Handled in person email and mailed correspondence
- Performed cashier duties including end of banking
- Reconciling cash drawers
- Inquires customers and offered assistance
- Perform administrative tasks such as filing, generate report and maintaining mail correspondence

IME MONEY TRANSFER / CASHIER FRONTLINE

- Ensuring transactions are completed in an efficient manner with a high level of accuracy
- Maintain a cash float and follows balancing and reconciling , procedure prepares daily end of the day sheet at the close of each business data
- Open / Close branches as required and ensuring all tasks checks are completed
- Provide support and information to customers , over the-counter and by phone
- Follow compliance procedures , company policies and abides by all health and safety guidelines as per company standers

ACADEMIC QUAFICATION

- **Higher Secondary Level (+2)** passed from East Horizon English Higher Secondary School.
- **School Leaving Certificate (SLC)** passed from East Horizon English Higher Secondary School.

CONFIDENT IN MY ABILITY TO

- Quick learner, ability to think positive, work on pressure and face challenges.
- Good Communication skills.
- Very good organizational and administrative skills, ability to multi-task.

DECLARATION

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.



CONTACT

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Nepali

SKILLS

- Excellent communication skills
- Windows
- MFIN Software
(Micro finance & co-operative software)
- Email & Internet
- Customer relations
- Record maintenance
- Data confidentiality
- Cash handling & Management
- Report generation
- MS Excel and MS Word

ADDITIONAL INFORMATION

- CSD Management Training.
- Remittance Training.

LANGUAGES

Nepali: Native
English
Hindi